

APPENDIX E
INSTRUCTIONS FOR OBTAINING DEPARTMENT FORMS FOR
GROUP CHILD CARE CENTERS Effective March 1, 2005

The Department forms listed below are arranged in two categories: 1) those that the Department requires group child care centers to use are designated as "REQUIRED"; and 2) those that the group child care center may choose to use, at their option, if they do not wish to use another form that records the same information. Forms designated as "REQUIRED" shall be used by licensees.

Applicants and licensees may use Adobe Acrobat pdf forms on the following list for which the Department has available at its website: http://www.dhfs.state.wi.us/rl_dcfs/INDEX.HTM.

Applicants and licensees may complete the form online at the Department's website, save the file to their hard drive and print a copy for their records. Licensees without Internet access, or those wanting to request a form from the Department may do so by writing to the address provided below. **The Department will send only one copy of each form to each applicant or licensee.** Applicants and licensees may reproduce as many paper and electronic forms as they need.

Department of Health and Family Services
Division of Children and Family Services
Forms Manager
P.O. Box 8916
Madison, WI 53708-8916

FORM #	FORM TITLE	REQUIRED?
CFS-0052	Vehicle Safety Inspection	YES
CFS-0053	Child Care Staff Record	
CFS-0053A	Child Care Staff Continuing Education Record	YES
CFS-0054	Child Care Provider Staff Health Report	YES
CFS-0055	Child Care Accident Report	
CFS-0056	Child Care Center Transportation Permission	
CFS-0057	Child Care Informed Consent for Observation or Testing by an Outside Agency	
CFS-0058	Child Care Field Trip or Other Activity Notification / Permission	
CFS-0058A	Notificación / Permiso Para Excursiones O Otra Actividad De Guardería De Niños	
CFS-0059	Authorization to Administer Medication	
CFS-0059A	Autorización Para Administrar Medicamentos	
CFS-0060	Child Health Report - In-Home, Family Child Care, Child Care Centers	YES
CFS-0060A	Reporte de Salud del Niño en el Hogar, Guardería Familiares, Guardería Grupal	
CFS-0061	Child Care Intake for Child Under 2 Years	
CFS-0062	Child Enrollment	
CFS-0062A	Matriculación de Niños en Guarderías e Historia de Salud	
CFS-0078	Child Care Staff-Child Ratio Worksheet – Group Child Care Centers	
CFS-0104	Child Care School-Age Agreement (Reverse side of CFS-56)	
CFS-0543	Group Child Care Center Fire and Safety Checklist	
CFS-0865	Child Care Center Safety Checklist	
CFS-1675	Child Care Child Record Checklist	
CFS-1675A	Group Child Care Staff Record Checklist	
CFS-2026	Group Child Care Staff Orientation Checklist	
CFS-2027	Group Child Care Volunteer Training Confirmation	
CFS-2048	Group Child Care Policy Checklist	YES
CFS-2345	Health History and Emergency Care Plan	YES
DPH-4192	Child Care Immunization Record	
DPH-4192S	Registro De Immunizacion Para Guardería de Niños	
HFS-0064	Background Information Disclosure	YES
DMT-25	Forms Requisition Request	YES